

PMCDP Supervisory Review and Participant Profile Form (Lessons Learned)

Over the past several years, the Office of Project Assessment (OPA) broadly distributed Project Management Career Development Program (PMCDP) updates to the Office of Science (SC) community as a means of sharing lessons learned in the development and review of candidate profiles. Some of the key lessons learned include:

- The documentation in and attached to the candidate profile must stand-alone. Most evaluators have no knowledge of SC, SC projects, SC project management practices, or the candidates. Do not assume that evaluators will understand or relate project management experience or competencies based on your position.
- Refer to the Certification and Equivalency Guidelines (CEG) posted on [Office of Engineering and Construction Management's \(OECM\) Web site](#) and incorporate knowledge of the detailed requirements in the profile. Do not respond to the short description of the competency contained in the profile form; briefly state how the training or experience addresses the requirements contained in the guidelines.
- In the past, many forms have contained misspellings, incorrect grammar; undefined acronyms; and inconsistencies in level of detail and style. Organization of additional/supplemental information (resumes, certifications, training descriptions, etc.) are often not effectively introduced or organized. If you modify the forms (word or excel) make sure to retain the original structure and content of the standard form.
- Indicate whether training was successfully completed – not just attended.
- Make clear the relevance of old training (i.e., greater than 5 years old) by explaining its relevance to today's environment and/or how it has been incorporated into or expanded upon in actual work experience since that time.
- Courses not part of the current PMCDP curriculum should be described in sufficient detail to allow an evaluator to assess its relevance in context of the competency requirements.
- Courses that are used to address multiple competencies should be described in such a way to relate to the particular aspect of the training to the competency requirements.
- Position and time in position is not sufficient to establish a competency. A candidate must describe their specific roles and responsibilities; actions; deliverables; or outcomes that explicitly relate their experience to a competency.
- If experience is used to demonstrate possession of a competency, it should be reflected in the History of Project Management Experience sheet. These two elements of the profile are mutually supportive and frequently the board looks to one or the other of these elements to gain a more complete understanding of a candidate's experience.